

## **Manager**

### Summary of Role

- Responsible for managing a specific area or function within a department
- Typically reports to an Assistant Director, Associate Director, Director, Executive Director or similar level administrator

### Scope

- Manages the day-to-day operations and objectives for a specific area
- Manages and coordinates the activities of other employees, both exempt and nonexempt; ensures high levels of performance, achievement of goals and quality of results
- In lieu of managing people and/or financials, manager may be responsible for program, policy or project management

### Education/Experience

- Bachelor's Degree or significant related experience
- Typically 3-5 years general business experience, including 2 - 3 years in management and 1 - 3 years in University/function